

Department of Workforce Services – STEMLink Afterschool
Attachment A: Scope of Work/Performance Requirements

Grantee and funded program must comply with the following requirements. Failure to do so may result in immediate termination of grant:

1. Start Date

Funding period will start September 1, 2014 and end August 31, 2017.

2. Service Population and Program Requirements

- a. Programs must provide a regular, formally organized program for middle, junior high and/or high school age youth a minimum of 8 hours per week.
 - i. Programs may be conducted after school, before school, weekends, summer, or any other time youth are not in school.
- b. Program must have a minimum of 15 youth attending daily (average daily attendance, ADA) and allow youth to attend all hours of programming each week.
- c. Programs are required to provide a balance of STEM, academic and enrichment. New programs must provide 70 percent STEM programming. Existing programs must increase their STEM programming and justify the need for funding.
- d. Program must be open to all youth middle, junior high and high school age, regardless of race, religion, political ideology, or physical ability.
- e. A sliding fee scale must be available.
- f. Program must be open to entry level youth and must not require pre-requisite classes for participation.
- g. The program design must include a parent communication plan.

3. Science, Technology, Engineering, and Math (STEM)

- a. Funded programs will be required to utilize evidence based STEM curriculum.
- b. Licensed educator must be the direct supervisor of the STEM programming.
- c. A minimum of 70 percent of programming time must be spent on STEM curriculum and activities. The remainder of programming time must be spent on other prevention and education components including academic assistance and enrichment activities.
- d. Programs must partner with the Local Education Agency (LEA) to collect STEM related outcome data.

4. Prevention/Education Components

- a. Healthy Relationship Education - Programs must provide education in healthy relationships. Pregnancy and STI Prevention is preferred but not required.
 - i. Programs providing Pregnancy and STI prevention must use evidence based curriculum and/or contract for these services.
 - ii. Grantee must obtain written parental permission for each student before teaching pregnancy and STI prevention.
- b. The program must include at least two prevention/education components from the list below. Programs should utilize evidence based curriculum when appropriate.

• Addiction Prevention	• Physical Activity & Nutrition
• Civic Engagement	• Positive Interpersonal Relationships
• Education & Career Readiness	• Self-Concept & Emotional Intelligence
• Financial Literacy	• Violence & Gang Prevention

5. **Background Checks**

Grantee must complete an annual fingerprint-based national criminal background check conducted by the BCI for all employees and volunteers before allowing unsupervised access to youth. Background checks shall be based on official records obtained by the Utah Bureau of Criminal Identification.

- a. It is the provider's responsibility to prevent unsupervised access to youth by employees or volunteers whose criminal history record shows any of the following offenses:
 - i. Any matters involving an alleged sexual offense.
 - ii. Any matters involving an alleged felony or class "A" misdemeanor drug offense.
 - iii. Any matters involving an alleged "crime against the person" under Utah Code 76- 5.

6. **Computer Use**

If the program utilizes computers, Grantee must install proper firewall software and internet filter software to prevent students from accessing inappropriate websites.

7. **Grant Orientation Meeting**

Funded program's coordinator and fiscal management staff may be required to attend a 2-3 hour, in-person, grant orientation meeting (TBA).

8. **Training**

Programs must provide documentation showing 20 hours of program-related training each year for staff working ten or more hours/week.

9. **Consultation and Technical Assistance**

Funded organizations must participate in direct consultation and technical assistance provided by staff or designee of DWS.

10. **Program Quality**

- a. Program/site must annually meet the then current standard of quality set by DWS as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool* ("Quality Tool"). Training on the Quality Tool will be provided at the grant orientation meeting and program manager/coordinator training.
www.utahafterschool.org/quality
- b. Funded organizations must register with the Utah Afterschool Network at:
www.utahafterschool.org.

11. **Funds**

- a. Prepare and have approved by DWS one budget per program site. A \$5,000 incentive is provided if program includes pregnancy/STI prevention.

12. **Reporting**

Reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the grant orientation meeting.

- a. Programs must provide two progress reports (mid-year and annual) per year as required by DWS.
- b. Program must conduct Pre and Post Surveys.
- c. Program must complete the *Quality Tool* self-assessment through UAN's data collection system.
- d. Program must organize an annual *Lights On Afterschool* event in October, and register the event at www.afterschoolalliance.org/loaHostEvent.cfm

13. Expense Reimbursement

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement-billing template provided by DWS.
- b. Requests for reimbursement must be submitted a minimum of biannually and a maximum of quarterly.
- c. DWS will strive to make timely payment. Turnaround time for payment is determined by accuracy of invoice and approval by DWS Finance Division.
- d. All funds must be spent by the end of the grant contract term. Any funds not spent will remain with the DWS.
- e. Expenses incurred prior to June 30, must be invoiced by July 9.

14. Allowable Costs

Allowable costs for this Grant are specified in *Attachment - Allowable Costs*.

15. Oversight

- a. Grantee must ensure proper administrative and accounting procedures are followed.
- b. The organization applying must provide program administration. This includes and is not limited to:
 - Operating as the DWS grant contact
 - Hiring and employing the site coordinator/director
 - Being responsible for program structure and development
 - Maintaining fiscal responsibility
 - Providing DWS grant reports
 - Marketing
 - Program accountability

16. Terms and Conditions

Programs are subject to and must comply with all terms set forth in *Attachment A- Scope of Work/Performance Requirements*, *Attachment D - Grant Standard Special Terms and Conditions*, and *Attachment C - Allowable Costs*.